

Purchasing 101: An Introduction to Government Purchasing

Introductions

- Purchasing Division of the Office of Management and Budget
- Three (3) employees that manage the set-up and contract administration for the City of Greenville
 - Rod Gray, Purchasing Administrator, rgray@greenvillesc.gov
 - Maribel Diaz, Lead Buyer, mdiaz@greenvillesc.gov
 - Jordan Monroe, Buyer, jmonroe@greenvillesc.gov
- Introduction of Purchasing Division team
- Email rgray@greenvillesc.gov for additional questions or to schedule a one-on-one meeting by phone or Webex

Meeting Format

- Present overview of City procurement requirements
- Present overview of City procurement policy
- Present overview of City M/WBE program
- Present calendar of upcoming vendor events
- The chat function will be open for attendees with questions
- All submitted questions will be answered at the conclusion of the presentation

What Do I Need to Do Business With the City?

- Business license in the City of Greenville
- Necessary permits, licenses and certificates specific to project
- Minimum levels of insurance coverage
 - Commercial General Liability: \$1,000,000.00 per occurrence
 - Comprehensive Motor Vehicle: \$1,000,000.00 per occurrence
 - Workers Compensation: Statutory Limits
 - Employers Liability: \$500,000/\$500,000/\$500,000
- W9 form for your business

Where Can I Find These Resources?

- You can't go wrong with Google
 - Type in "City of Greenville SC"
 - Hover over Departments, Click on "Purchasing Division"
 - Link to "Bids and Proposals"
 - Link to "Sign up to receive a text message or email..."
 - Link to "Purchasing Agreement (PDF)"
 - Link to "Minority/Woman Owned Business Enterprise Program"
- <https://www.greenvillesc.gov/>

Purchasing Limits

Established by OMB 4, Procurement (October 12, 2020)

Standard Goods and Services

- Up to \$2,500
 - Single Quote
 - “Field Purchase Order” required
- \$2,501 - \$50,000
 - Minimum of 3 quotes
 - Purchase Order required (Purchasing)
- \$50,001 and above
 - Public Competitive Process (IFB or RFP)
 - Purchase Order required (Purchasing)

Professional Services

- Up to \$25,000
 - Single Quote
 - Purchase Order required (Purchasing)
- \$25,001 - \$50,000
 - Minimum of 3 quotes
 - Purchase Order required (Purchasing)
- \$50,001 and above
 - Public Competitive Process (IFB or RFP)
 - Purchase Order required (Purchasing)

Formal Solicitation Methods (Exceed \$50k)

- Invitation for Bids (IFB)
 - Detailed specifications/minimum requirements
 - Award based on the lowest overall cost that meets/exceeds minimum requirements

- Requests for Proposals (RFP)
 - Scope of work that details desired outcome
 - Published, weighted evaluation criteria
 - Award based on highest rated firm
 - Award represents best value

City of Greenville M/WBE Program

- For business firms owned and operated by minority and woman persons
 - The business is at least 51% owned by one or more women or minority citizens
 - The corporation is owned by minority or women citizens who hold at least 51% of all classes of voting stock of the corporation
 - The partnership is owned by minority or women citizens who hold at least 51% of the partnership interests. Such individuals must be involved in the daily management and operations of the business concerned
- A belief that it is in the community's best interest to assist woman- and minority-owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth
- A commitment to ensure that woman- and minority-owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's procurement process

City of Greenville M/WBE Program

- Preference in scoring proposals
 - M/WBE's submitting bids or proposals shall receive 5 additional points in the evaluation
 - For Requests for Proposals(RFP) only
 - Preference in scoring proposals for a total scoring range of 0 – 100
- Goal for participation
 - Adopted State of SC's goal of 10% participation from M/WBE firms
 - City continues to meet or exceed the adopted goal of 10% participation
 - Goal applies to controllable procurements (not emergency, sole source, etc.)
 - Agreement between City and contractor to provide or procure labor, materials, equipment, supplies and services to, and on behalf of the City
 - Cannot conflict with Federal spending guidelines for expenditure of Federal funds

Schedule of Upcoming Vendor Events

- Elevator Pitch: Professional Services
 - March 16, 2021 at 10:00 AM
 - Pitch your business to the City employees that seek related services
 - Scheduled 5 minutes session
 - Including, but not limited to:
 - Architects
 - Engineers
 - Consulting Firms
 - Planning
 - Communications/Public Relations
 - Planning Services
 - <https://cityofgreenville.webex.com/cityofgreenville/onstage/g.php?MTID=e288874d067a4e169f2f4d847d5f81439>

Schedule of Upcoming Vendor Events

- Elevator Pitch: Skilled Trades
 - March 23, 2021 at 10:00 AM
 - Pitch your business to the City employees that seek related services
 - Scheduled 5 minutes session
 - Including, but not limited to:
 - Plumbers
 - Electricians
 - Carpentry/Small Construction
 - Concrete/Asphalt/Paving/Stonework
 - Welding/Metal Fabrication
 - Painting
 - <https://cityofgreenville.webex.com/cityofgreenville/onstage/g.php?MTID=e14037742ea666357b37d030c3d473fa9>

Schedule of Upcoming Vendor Events

- Elevator Pitch: Maintenance, Beautification, Cleaning, Landscaping
 - March 30, 2021 at 10:00 AM
 - Pitch your business to the City employees that seek related services
 - Scheduled 5 minutes session
 - Including, but not limited to:
 - Tree Services: Cutting/Removal
 - Landscaping, Planting, Mulch and Materials
 - Fencing
 - Cleaning and Sanitation
 - Equipment Rental
 - Demolition
 - Hauling
 - <https://cityofgreenville.webex.com/cityofgreenville/onstage/g.php?MTID=e01c5a9656a74124b3eea7c4fac65abdb>